

**2018-2019 SABBATICAL APPLICATION FOR FACULTY AND LIBRARIANS  
TO BE TAKEN 2019-2020**

**Friday, September 21 (on or before)**

All tenured full-time faculty members and librarians who have served six (6) or more years at the College may submit an application for one (1) or two (2) semesters of sabbatical leave. Applications must be submitted to the respective Dean, who shall forward them to the Unit Council for discussion and endorsement. The Dean shall verify the eligibility of applicants with Employee Relations.

**Wednesday, October 17 (on or before)**

The Unit Council for each respective school shall discuss and vote on sabbatical applications. The Dean shall advise applicants of the Unit Council vote.

**Monday, October 22 (on or before)**

The Dean shall forward the applications, along with the Unit Council's vote and his/her recommendation to the All-College Sabbatical Committee via the Office of Employee Relations.

**Wednesday, November 28 (on or before)**

The All-College Sabbatical Committee shall complete its review of the applications and forward the applications, all relevant documentation and recommendations to the Provost. (In the event the All-College Committee does not recommend a sabbatical award, the applicant must be notified in writing prior to the recommendation going to the Provost).

**Friday, November 30 (on or before)**

The Provost shall forward his/her recommendation to the President.

**Friday, December 7 (on or before)**

The President shall notify candidates of the sabbatical awards. (Pending BOT approval)

**Monday, December 17 (\*Tentative\*)**

BOT shall act on the President's recommendation for sabbaticals.